

State of Michigan

Circuit Judges
Paul J. Clulo
Thomas L. Ludington
District Judges
John H. Hart
Philip Van Dam
Probate Judge
Dorene S. Allen



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Trial Court Administrator
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Midland County Courthouse
301 W. Main Street
Midland, Michigan 48640-5183

Administrative Order

42nd Circuit Court: 2003 – 05 - J

75th District Court: 2003 – 02- J

Midland County Probate Court: 2003 – 04 – J

Appointment of Indigent Counsel

IT IS ORDERED:

This joint administrative order is issued in accordance with Michigan Court Rule 8.123 and it applies to the 42nd Circuit Court, 75th District Court, and Midland County Probate Court. This order is effective January 1, 2004. The previous order entered by the 42nd Circuit Court, 1990-01, is hereby rescinded.

1. Selection Criteria and Procedure:

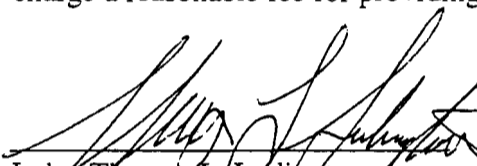
- a. A competitive bidding process, pursuant to funding unit guidelines, is used to select a vendor willing to provide representation to indigent individuals.
 - i. The vendor must be a member in good standing of the State Bar of Michigan. All attorneys who work for the vendor selected must be members in good standing of the State Bar of Michigan.
 - ii. The vendor shall supply reports, at least quarterly, regarding performance under the contract.
 - iii. Attorneys serving under the contract shall be subject to the review and approval of the Chief Judge of the respective court. Approval shall include review of work product and skills as deemed appropriate by the Chief Judge. Attorneys may be removed by the Chief Judge for good cause.
 - iv. The vendor, Chief Judge and Trial Court Administrator shall meet at least annually to review the performance under the contract.
- b. Separate contracts may be executed with various bidders for services in the various courts.
- c. The Trial Court Administrator is responsible for administration of the contracts.

2. Appointment Process:

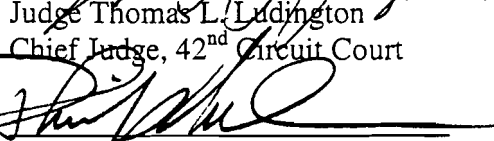
- a. Individuals requesting an attorney under this order may file a request in writing with the appropriate court.

- b. The judge or hearing officer will consider the request based upon financial information as well as application of the appropriate court rules. Should the request be approved, the judge or hearing officer shall enter an appropriate order.
 - c. The vendor shall provide counsel for all approved orders under the terms specified in their contract.
3. Compensation:
- a. The Courts shall pay to the vendor, through the funding unit, the payments required pursuant to their contract.
4. Maintenance of Records:
- a. The court will compile annually and maintain, for public inspection, the required records as set forth in Michigan Court Rule 8.123(D). Upon request, a copy of the annual report will be provided to the State Court Administrator.
5. Public Access to Records:
- a. The records in regard to the administration of the contracts referenced in this order shall be available to the public for inspection without charge by contacting the Trial Court Administrator.
 - i. Any person requesting to view the records shall submit a request in writing to the Trial Court Administrator who shall schedule a convenient time for the person to view said records.
 - ii. The court may charge a reasonable fee for providing copies of the records.

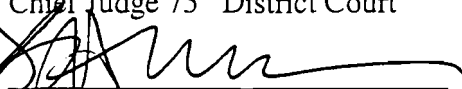
Dated: December 9, 2003


Judge Thomas L. Ludington
Chief Judge, 42nd Circuit Court

Dated: December 9, 2003


Judge Philip Van Dam
Chief Judge 75th District Court

Dated: December 9, 2003


Judge Dorene S. Allen
Chief Judge Midland County Probate Court